

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.7 Disclosure of Compensation

IV. File Disclosure of Compensation of Attorney for Debtor

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

Enter the case number - This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **File an Attorney Document** screen will display. Select **Disclosure of Compensation**. Use the drop down list to locate the selection or click on the "d" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

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CRITICAL ISSUE - The image must be viewed before attaching it to ensure that it is the correct document.

STEP 7 The **Docket Text: Modify As Appropriate** screen will display. **Do not modify this text.** Click **Next**.

Docket Text: Modify as Appropriate.		
<input type="text"/>	Disclosure of Compensation	<input type="text"/> by
Attorney Cam Cradic Esq. (Cradic, Cam)		

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Disclosure of Compensation by Attorney Cam Cradic Esq. (Cradic, Cam)

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.